

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EARLY START PROGRAM SERVICES SPECIALIST

BASIC FUNCTION

Under the direction of the Assistant Director-Special Education, organizes and directs the activities and operations of the Early Start Program, including staff development and community outreach; coordinates the Early Start Program Intake and Assessment Team.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the Early Start Program, including finalizing IFSP, collecting audit information, creating IFSP trackers, creating files for new students and recording them in the database, and assigning them to a case manager.

Updates the service levels and service changes in the SIRAS system before finalizing the IFSP.

Organizes and directs the staff development and training for the Early Start Program for County Office and district staff; conducts training on early intervention, legal issues, programmatic issues and recommended practices.

Collects information from the intake team regarding students and assigns them to case manager, monitors student count in April and October to meet the requirement set by CDE, creates, monitors and manages the student attendance database and makes follow up call to parents regarding excessive absences.

Participates in intake assessments using BDI and identifies appropriate services and placements; writes and participates in Individual Family Student Plans (IFSP) for children; serves as designee at IFSP meetings; monitors and evaluates the provisions of program and services.

Provides consultation and program representation for community organizations, non-profits and other inter-agency collaborative groups; provides consultation to parents and students related to programs and services.

Coordinates interagency meetings where recommendations to the IFSP teams are established; provides specific recommendations regarding California Department of Education and Department of Disability Services eligibility.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; assists with compliance reviews and organizes systems and trainings to address issues.

Operates a computer and assigned software programs and database; operates other office equipment as assigned.

Attends a variety of meetings including First 5, Inclusion Collaborative, San Andreas Regional Center,

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Department of Family and Children Services, NICU project and others as assigned.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices, as well as the activities and operations of the Early Start Program, including staff development and community outreach;
Current trends in early intervention programs;
Eligibility requirements for PART C Early Start eligibility through the California Department of Education and Department of Disability Services;
Part C to Part B transition
Principles and practices of assessments and observing students and identifying appropriate services and placements;
Developmental assessments of children ages birth to five years old;
Oral and written communication skills;
Applicable laws, codes, regulations, policies and procedures related to Special Education;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software

ABILITY TO:

Organize and direct the activities and operations of the Early Start Program, including staff development and community outreach;
Early intervention strategies and program implementation;
Staff development and community outreach programs for the Early Start Program;
Advise on program design and effectiveness of curriculum;
Participate in assessments and observing students and identify appropriate services and placements;
Communicate effectively both orally and in writing;
Interpret, apply and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work;
Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Master's Degree in education, special education, education administration or related field and three (3) years instruction experience in an Early Start program that serves infants, 0-3 years.

LICENSES AND OTHER REQUIREMENTS

Valid California Administrative Credential

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Valid California teaching credential,
Preferably Early Childhood/Early Childhood Special Education Credential - Level I or II
Valid California driver's license.

WORKING CONDITIONS

ENVIRONMENT:

Office environment;
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information;
Dexterity of hands and fingers to operate a computer keyboard;
Seeing to read a variety of materials

Revised 7/24/19: reporting structure changed to Assistant Director-Special Education.

Revised: 8/12/21: Requirements updated: Administrative Services Credential added; Essential Duties updated.

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Larry Oshodi
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Approved:

Larry Oshodi
Assistant Superintendent-Personnel Services

Date